

CONFIDENTIAL
(CLASSIFICATION)

62-3338

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

Action Memorandum No. A-11

Date 15 May 1962

TO : General Counsel

SUBJECT : Signatures

REFERENCE:

1. At today's Staff Meeting, it was agreed by the DDCI that it is in order for the Legislative Counsel to sign and transmit directly to members of the Congress correspondence of a day-to-day or routine nature.

2. The DCI and/or DDCI will continue to sign all correspondence to Congress of a policy nature or where they have a personal relationship with the Congressman.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

LBK/jrc

Distribution:

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SUSPENSE DATE:

CONFIDENTIAL

(CLASSIFICATION)

Exec Dir

CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE DEPUTY DIRECTOR

Ex D:

The Director would like to have this condensed and sanitized for more general use, still classified, say "SECRET".

We should keep a current OB on Cuba with ability to brief orally as required

